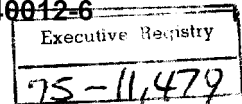
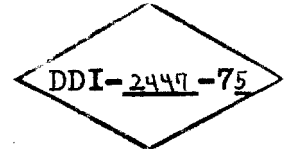


CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505



18 SEP 1975



Mr. James E. Cheek, President
Howard University
2400 6th Street, N.W.
Washington, D.C. 20001

Dear Mr. Cheek:

For some time this Agency has been actively engaged in an effort to increase minority representation among our employees. Although our efforts have been directed broadly across the United States, we find that minority employment remains low. This is true even though the general volume and quality of applicants for Agency employment have never been higher.

Last year we attempted to address this issue by bringing to the Agency representatives of about a dozen small schools with nearly total minority student populations. We described the work of CIA and the typical activities of its employees. Our visitors went to various offices where they could observe the working environments and talk to employees. They also made some suggestions to improve the success of our minority recruitment effort.

This year we have decided to focus our attention on institutions with strong graduate programs and large minority student populations. We plan to hold a two-day conference (23 and 24 October) at our Washington headquarters, following much the same kind of agenda that I outlined above. We hope to expand the program to increase visitor contact with employees, and to increase the time allotted for discussions with Agency officials.

This program is in no way intended to be a substitute for the working relationship which our recruiters maintain with placement officers at many universities throughout the country. We would continue to have the recruiters conduct the interviews and handle the referrals resulting from this expanded effort.



I invite you to nominate two or three people to represent you at the October conference. I suggest that they be selected from people in your institution who are concerned with affirmative action or student placement. You might consider sending a faculty member (minority or not), a college dean, or even a student as one of your representatives. You need not be too concerned about their substantive specialties since the nature of foreign intelligence work requires that we employ people from virtually all of the academic disciplines represented in the major universities. The only special request that I wish to make is that your representatives be interested in minority employment problems and that they be in a position to reach broad student and faculty audiences.

Of course, we will reimburse your nominees for travel and certain other related expenses. In order to facilitate hotel and travel arrangements, may I have their names, titles, addresses, and Social Security numbers by 25 September? My manager for this conference will be [redacted] Coordinator for Academic Relations. Questions about the conference will be more quickly answered if addressed to him at Room 3E63, Central Intelligence Agency, Washington, D. C. 20505. He may also be reached by telephone (collect) at [redacted]

I feel very strongly about the need for CIA to reflect the diversity of American society. I hope that our conference will interest you, and that your representatives can help us meet this objective.

Sincerely,

/s/ W. E. Colby

W. E. Colby
Director

Letters from the DCI to Universities for the
Minority Visitation Day, 1975

18 SEP 1975

STAT

CONCUR:

Deputy Director for Intelligence

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(18 September 1975)

Identical letter sent to:

Deputy Chancellor Kibbee, City University of New York